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DD/S 59-3701

HR 11-7296/1

25 SEP 1959

MEMORANDUM FOR: Deputy Director of Central Intelligence  
SUBJECT : Approval of Recruitments and Appointments

Chris  
Kitty  
ER

1. This memorandum suggests action by the <sup>Deputy</sup> Acting Director of Central Intelligence.

2. The attached memorandum was initially drafted as an Agency Notice to establish the requirement that the Deputy Director concerned and the Director of Personnel must approve any proposed employment at grade GS-7 or above at the points of security initiation and actual entrance on duty. Junior professionals, such as analysts in the Office of Central Records, who are recruited at GS-5 and GS-6 were also covered by this rule as well as contract employees who are subject to ceiling count. Upon your instruction, this proposed Notice was referred to the Deputy Director (Intelligence) for concurrence and Mr. Sheldon discussed with you the desirability of restricting dissemination of the announcement. Accordingly, we have revised the Notice in the form of a memorandum for your signature.

3. As noted in the initial submission, Junior Officer Trainees will be excluded from this procedure. However, appointments in this category will be within such limitations as the Deputy Director (Support) prescribes.

4. It is suggested that you approve this memorandum and sign the attached memoranda.

Gordon M. Stewart  
Gordon M. Stewart  
Director of Personnel

CONCURRENCES:

[Redacted]  
Deputy Director (Support)

[Redacted]  
Deputy Director (Intelligence)

151  
Deputy Director (Plans)

1 Oct 59  
Date

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9 SEP 1959  
Date

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24 SEP 1959  
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Personnel

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**SUBJECT:** Approval of Recruitment and Appointments

The suggestion contained in paragraph 4 is approved.

**SIGNED**

**1 OCT 1959**

**E. P. Galt**  
**General, USAF**  
**Deputy Director**

**Date**

CS/Pers [ ] (1 Sept 59)

25X1

**Distribution:**

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1 - NY/I

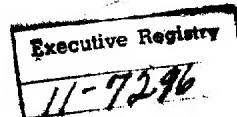
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1 OCT 1959

MEMORANDUM FOR: Deputy Director (Coordination)  
Deputy Director (Intelligence)  
Deputy Director (Plans)  
Deputy Director (Support)  
Inspector General

SUBJECT : Approval of Recruitments and Appointments

1. The decreasing number of openings in higher grades and the increasing necessity for adjustments within the organization to assign employees at these grades makes it essential to review proposed recruitments and appointments very carefully.

2. Effective immediately, requests to initiate security processing and subsequent requests to enter candidates on duty shall require the personal approval of the Deputy Director concerned and of the Director of Personnel if the individual is to be employed at grade GS-7 or a higher grade. Certain categories of junior professional personnel normally employed at grades GS-5 and GS-6 will also be reviewed as indicated.

3. The Office of Personnel will advise Deputy Directors of candidates now in process to obtain their approval of continued processing or, if security clearance has been received, of their proposed entrance on duty. In the future, the Deputy Director concerned will indicate his approval to initiate processing by signing Form 1152a requesting appointment action. As required clearances are received for future appointments, the Office of Personnel will refer the case to the appropriate Deputy Director for approval before inviting the individual to enter on duty.

**SIGNED**

C. P. Cabell  
General, USAF  
Deputy Director

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Originator:

Director of Personnel

*Concur:*

Deputy Director  
(Support)

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